February 2017

JOB AND POSITION DESCRIPTION

POSITION TITLE: PROGRAMME MANAGER
RESEARCH AND RESOURCE ASSESSMENT

REPORTS TO: The Executive Director through the Deputy Executive Director **AGREED BY**:

WORK PROGRAMME: Technical Professional **APPROVED BY**:

DUTY STATION: CRFM Secretariat
St. Vincent and the Grenadines **EFFECTIVE DATE**:

1. ACCOUNTABILITY OBJECTIVE:

The **Programme Manager, Research and Resource Assessment** is responsible for the research and resource assessment activities to provide information for planning and decision-making by the fisheries and aquaculture sector within the CRFM Member States. He / she is also responsible for biological, ecological, social, economic, environmental and climate change related research based on fishery assessment and management needs consistent with the Ecosystem Approach to Fisheries, or on specific requests from CRFM Member States.

2. DIMENSIONS OF POSITION:

(i) Nature and Scope of the Position

The **Programme Manager, Research and Resource Assessment** is required to be part of multi- disciplinary teams engaged in the CRFM Secretariat's planning and budgeting process and to strengthen the CRFM Secretariat's programmes designed to improve research, monitoring, assessment and management of Caribbean fisheries and aquaculture.

The **Incumbent** will manage, advise on, and assist mainly with research and resource assessment activities including, *inter alia*:

(a) develop, implement and keep updated the CRFM's Fisheries and Aquaculture Research Agenda;
(b) develop project proposals, coordinate research programmes, and assess the status of fisheries of interest to CRFM Member States, including taking into account impacts due to environmental and climate change, and other interacting factors.
(c) assess fishery performance against agreed fishing strategies and management and conservation targets;

(d) keep under review methods for fishery data analyses and assessment and provision of fisheries conservation and management advice;
(e) assist in promoting effective participation in ICCAT and other RFBs/RFMOs by CRFM Member States, thereby catalyzing collaboration in fishery information management and the shared management of the resources concerned;
(f) coordinate the research and assessment activities of the CRFM's Working Groups and other similar bodies established by the Forum or Ministerial Council;
(g) recommend and develop policies and procedures for the collection, compilation, and dissemination of statistical data and information on the fisheries and aquaculture of interest to Member States;
(h) assist with coordination, compilation and maintenance of relevant statistics and records and their dissemination;
(i) coordinate the planning and implementation of cooperative research with Member States, regional and international research and academic institutions, regional partner agencies within the CARICOM structure, and regional fisheries bodies such as WECAFC and OSPESCA;
(j) prepare publications to document CRFM activities in research and resource assessment; and
(k) assist in the development and delivery of training programmes to representatives of Member States in fisheries statistics, research, and fishery assessment methods.

The **Programme Manager, Research and Resource Assessment** is also responsible for: contributing to the establishment of work planning objectives to be executed with the components and projects of the relevant technical programmes; for assessing work performance of subordinates, where applicable; for discussing with subordinates the organizational results and indicators to determine performance results on a quarterly basis.

The **Incumbent** is also responsible for the following activities to ensure the CRFM Secretariat's full contribution to the Region's effectiveness.

◊ Programme and project design, monitoring, execution, evaluation and technical reporting;
◊ Preparation and monitoring of strategic and medium term plans, -work plans and related budgets.

3. PRINCIPAL OGANISATIONAL RELATIONSHIPS:

The **Incumbent** relates to the following areas internally and externally in carrying out the Accountability objective.

AREA / TITLE	**RESPONSIBILITY**
INTERNAL	
Executive Director	Receives overall leadership and guidance in respect of the development and implementation of work priogramme and

	assignments.
Deputy Executive Director	Receives leadership and guidance in respect of: the strategic and operational objectives and the development and coordination of technical programmes, with emphasis on research and resource assessment programs; development and coordination of projects and strategies to ensure technical outputs are delivered efficiently and effectively; and development and coordination of technical and scientific networks, partnerships and alliances.
Corporate Services Manager / Manager Finance and Administration	To have dialogue and collaboration on: the status of financing of the technical projects / activities; the development of Annual Work Plans and Budgets; human resource and administrative matters; analysis of activities, costs, operations; plans and progress towards stated goals and objectives.
Programme Manager, Fisheries Management and Development	To have dialogue and collaboration on: fisheries management and development matters; technology transfer / application; the integration of fisheries resource assessment and fisheries management outputs at both the national and regional levels; Working Group activities.
Programme Manager, Statistics and Information	To have dialogue and collaboration on: development and management of data and information systems, products and services; technology transfer / application. To collaborate in the generation of statistics and information required for fisheries assessment and management.
Coordinator, Advocacy / Policy and Planning	To coordinate inputs to the development of technical projects; to discuss the strategic and operational plans and the effective functioning of the organization's

	promotion / advocacy programmes; to discuss fisheries research and resource assessment matters; to receive socio-economic inputs to the research and assessment programme.
Senior Managers' Committee	To participate in planning the strategic direction of the CRFM Secretariat; to undertake representative functions; to contribute to the planning, monitoring and evaluation of Technical and corporate programmes by this Committee; to confer for the review of achievements and discuss required changes in goals and objectives resulting from current status and conditions.
Technical Team	To participate in and provide fishery research and assessment inputs to the development and management of technical and scientific deliverables.
Biologists / other Technical Staff	To provide leadership in respect of the implementation of projects under the Research and Resource Assessment Programme. To discuss and assist in coordinating activities across the research and assessment programmes.
EXTERNAL	
Fisheries Departments	To ascertain Government's priorities and areas of focus. In respect of specific duties: to work with Fisheries Officers to gather and exchange technical data, information and knowledge; facilitate and collaborate on fisheries management plans, policies and implementation of national and regional projects; advise Member States on matters related to the research, assessment and management of shared, straddling or highly migratory fishery resources in the Caribbean.
Donors	To participate in the development and review of donor – funded projects.

Regional and International Organizations / Agencies, Tertiary Training Institutions, Research Institutions	To collaborate on fishery and aquaculture projects and activities related to specific duties.
Regional and International Fora (e.g., ICCAT, WECAFC, FAO, CITES)	To represent and advocate Member States' / Region's positions at regional and international fora.

(ii) **Personnel Supervised by this Position**

Directly	**Indirectly**
Biologists	Junior Officers attached to other CRFM programmes

4. **PRINCIPAL ACTIVITIES TO OBTAIN ACCOUNTABILITY OBJECTIVES**:
(The following responsibility statements identify specific duties necessary to attain the CRFM Secretariat's objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

(a) **DEVELOPS, implements** and **keeps updated** the CRFM's Fisheries and Aquaculture Research Agenda;

(b) **PLANS and** coordinates all CRFM programme activities related to research and resource assessment, including the technical component of CRFM Working Group activities.

(c) **COLLABORATES** with partner agencies, as agreed, for joint implementation of research and resource assessment activities, including joint working group activities.

(d) **DIRECTS** and coordinates the work of external consultants contracted to assist in research and resource assessment.

(e) **PREPARES** proposals for relevant projects.

(f) **COORDINATES** development of CRFM research plans and proposals

(g) **SUPERVISES** and implements field and laboratory research work.

(h) **PROVIDES** technical support to countries on ICCAT matters, and represents CRFM Member States at ICCAT's Scientific Meetings.

(i) **COORDINATES** regional-level scientific contributions to ICCAT and other RFMOs / RFBs as appropriate.

(j) **ASSISTS** in the development and implementation of a regional fisheries management mechanisms.

(k) **PROVIDES** training and technical assistance to Fisheries Officers in statistical, research, and fishery/ resource assessment analyses.

(l) **ASSISTS** with organization and conduct of national and regional technical/ scientific meetings.

(m) **ASSISTS** countries with the implementation of field activities to improve fishery/ stock assessment and management.

(n) **PARTICIPATES** in the Secretariat's Senior Managers' Committee and Technical Team Meetings.

(o) **PROVIDES** support in the preparation, analysis and interpretation of various types of fisheries data to provide information and advice on the state of fisheries in the Region.

(p) **PREPARES, reviews** and **edits** technical reports and publications.

(q) **PREPARES** Annual Work Plans, Quarterly Progress Reports and Annual Reports.

5. QUALIFICATIONSAND EXPERIENCE

Candidates should possess:

A PhD. Degree in fisheries, marine sciences or related field, plus at least five (5) years relevant working experience in tropical fisheries research and fisheries assessment

OR

A masters level degree in fisheries, marine sciences or related field, plus ten (10) years relevant work experience in fisheries research and fisheries assessment, at least five (5) of which must be in tropical fisheries.

Candidates should also have:

(a) Experience in designing and conducting research and stock assessment studies of tropical fisheries;

(b) High level written and oral communication skills and track record of publication in peer

review journals;

(c) Experience in developing and managing projects, and obtaining funding for fisheries research; and

(d) A good working knowledge of fisheries scientific methodologies, including statistics and information and communication technology applications.

6. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered.

7. SETTLEMENT GRANT

On assumption of duty at the duty station, the officer shall be paid a settlement grant in respect of self, spouse and each eligible child or dependant (up to two), provided that the total number of children and other dependants does not exceed five in all.

8. RECRUITMENTAND APPOINTMENT

Appointment will be on contract up to three (3) years or on secondment from a Public Service or a statutory body of a Member State or approved regional organisation. It will be subject to such regulations, rules, orders and instructions as exist and as may be introduced from time to time in respect of service with the CRFM.

An officer recruited from outside the assigned duty station, on first appointment, will be provided economy class air passages by the most direct route for the officer, spouse and children (provided they are below the age of eighteen years, unmarried and dependent on the officer) and for such other dependents to a maximum of two as may be approved by the CRFM provided that the number of children and other dependents does not exceed five in all.

In addition to passages, the officer will be granted the following transportation allowances:

(a) ocean freight charges, including insurance, for shipping personal and household effects to the duty station, not exceeding 1250 cubic feet, plus a motor car (if the officer already owns one);

(b) the cost of transporting baggage, personal and household effects from the home of the officer to the place of embarkation and from the port of disembarkation to the place of residence;

(c) the cost of packing and crating personal and household effects.

8. LEAVE

The officer will be eligible for the grant of vacation leave at the rate of thirty-five (35) working days a year, a leave grant after twelve months of service in respect of the officer, spouse and up to two dependent children and eligible for twenty-eight (28) days sick leave a year. All leave earned must be taken within the period of the contract.

9. PRIVILEGES AND MMUNITIES

The officer will be accorded such privileges and immunities that are available to staff members of the CRFM at the assigned duty station. Documentation of these privileges and immunities would be made available to the successful applicant.

10. GROUP HEALTH AND LIFE AND ACCIDENT INSURANCE

Subject to the acceptance by the Secretariat's insurance carrier, Sagicor Life Inc, the officer will be required to participate in the Secretariat's group health and group life and accident insurance schemes. With respect to the health scheme, the officer will contribute fifty per cent of the premium. The life and accident insurance scheme is non-contributory.

11. SUPERANNUATION

An officer on contract will, subject to satisfactory service, be eligible for a gratuity at the rate of twenty per cent of basic salary, computed on the basis of completed periods of three months' service and payable or on an annual basis as specified in the contract of employment.

12. APPLICATIONS

Applications in English Language with full curriculum details, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and / or expertise, language proficiency, list of professional publications, contact information (including telephone and email addresses) of three referees (at least two of whom must be familiar with the applicant's work), and other relevant information, should be addressed to:

Executive Director,
CRFM Secretariat,
Belize City,
P.O. Box 642
Belize
and sent by email to: secretariat@crfm.int or crfmsvg@crfm.int

13. APPLICATION DEADLINE

The deadline for the submission of applications is **28 April 2017**.

14. COMMENCEMENT OF WORK

The successful candidate is expected to start working on **1 August 2017**.

14. POSITION DESCRIPTION EVALUATION

	POSITION TITLE: Programme Manager, Research and Resource Assessment				
QUALIFICATIONS PROFILE	**FACTORS**		**SUBTANTIATING DATA**	**DEGREES**	**POINTS**
	1.	**EXPERIENCE**	Experience in designing and conducting research and stock assessment studies of tropical fisheries. High level written and oral communication skills and track record of publication in peer reviewed journals.		
	2.	**EDUCATION**	Post graduate training in fisheries, marine biology or related field and at least ten years relevant experience in fisheries research and stock assessment, including at least five years working in tropical fisheries, or a PhD with five years experience.		
	3.	**TECHNICAL**	Requires the application of much technical knowledge and skills in designing appropriate research and resource assessment systems. Must be able to adapt new technology to solve fisheries management and development problems. Required to prepare papers for publication in reputable fisheries science journals.		
	4.	**INITIATIVE AND INGENUITY**	The Incumbent, by virtue of the expertise developed in fisheries research and resource assessment is expected to determine approaches to take and to develop his / her own work schedules. Responsible for disseminating research findings and information in resource assessment in reports, bulletins and publications.		
	5.	**DECISION MAKING**	Participates in the decision making process at the Senior Management level and at the level of project identification and formulation. The Incumbent is free to make decisions that are necessary to translate projects into operational plans and schedules.		
	6.	**ANALYTICAL**	Required to analyse data in identifying problems and finding solutions for same. Must analyse research data using statistical and mathematical methods and use the principles of resource assessment in problem solving.		
	7.	**INTER-PERSONAL / STAFF RELATIONS**	Requires internal collaboration with peer Scientists, other Technical Staff, and administrative support staff – individually and in multi-disciplinary teams. External contacts are required with fishers / fisherfolk organizations, Ministers of Fisheries / Departments of Fisheries, FACs, International and regional Organizations and Fora, etc.		
	8.	**FREEDOM TO ACT**	Subject to broad policy directives and guidelines from Senior Management, the Incumbent is free to apply different methods and approaches to research and assessment activities.		
	9.	**RESPONSIBILITY FOR MATERIALS, CASH, ETC.**	The Incumbent may be required to exercise control over field and laboratory equipment, as well as computer hardware and software. Limited responsibility for cash is envisaged.		
	10.	**SUPERVISION**	At times, required to direct and supervise the work of Biologists, technical staff and technicians, evaluating output for technical soundness and accuracy. Provides overall direction for fisheries research and assessment projects.		
	11.	**JOB IMPACT**	Work done in fisheries research and resource assessment has the potential for multi-country impact through the dissemination of technical information. Outputs provide key inputs to inform the management process.		
	12.	**WORKING ENVIRONMENT**	Some time is spent under field conditions where the Incumbent is exposed to radiant energy, slippery surfaces, odors, etc. A certain amount of air travel is necessary.		
				TOTAL	